

SPEEDY DISPOSAL



SECRETARIAT OFFICE MANUAL SERIES

SPEEDY DISPOSAL

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1 GENERAL

- (1) Don't adhere to rigid formality or procedure when speed of decision making is of paramount importance.
- (2) The types of delay generally are in putting up, consultation, circulation, issue of orders, proof correction, lie-over etc.,
- (3) Delays and arrears. Arrears are classified as
 - (i) External arrears
 - (ii) Internal arrears

Arrear Type	Register Type	Purpose
External Arrears	1.Call Book (C-List)	Files with no action for more than 3 months.
	2.Reminder Dairy (R-List)	Files with action to be taken on future dates.

Internal Registers	3.Personal Register(PR)	To show file journey from creation to closure.
	4. Daily Detention List (D-List)	Cases where action is not initiated for more than 5 days under 5 day rule.
	5. Two days Rule Register (T-List)	Files where proceedings are not issued within 2 days of orders.
	6. Arrear List (A-List)	Files pending for more than 3 months.
	7. Half Yearly Business Statement (H-List)	Old files pending for more than 6 months.
	8. Suits Register(S-List)	Keeps track of litigation cases.
	9. Important Communications Register (I-List)	To track important communications.
	10. Telugu Official Language Register (L-List)	Keeps track of action on inspecting officers remarks.
	11. Periodical Registers (P-List)	Keeps track of due dates on which periodicals are sent or received.

2 DELEGATION OF POWERS

- (1) Delegation is the art of getting things done through others. It implies delegation of functions and conferment of specific authority or powers - administrative and financial - by the superior functionaries to those below.
- (2) Delegation leads to quick disposal of work.
- (3) Delegate the powers from Minister to Secretary, MLOs, AS and SOs.
- (4) Periodically review the working of delegated powers and assess the improvement in speed of decision making.
- (5) Examples of delegation.

Class of cases	Desk Officer	Delegated To
Sanction of casual leaves for all NGOs and Class IV staff	ASO	MLO
Issue of POL coupons	SO	AS

3 LEVEL JUMPING/ DESK OFFICER SYSTEM

(1) MLOs.

The purpose of the MLOs is to enable them to dispose certain cases at their level without sending them to the Secretary/ Minister.

(2) Desk Officer system.

In the Desk Officer system, the Desk Officer directly puts up the file to the officer delegated with the power of final disposal.

(3) Final disposal.

Delegate disposal of certain class of cases/ cases to the SO/ AS/ MLOs.

(4) Desk officers.

Designate ASO/ SO/ AS as the Desk Officer for putting up certain cases/ class of cases.

If ASO/ SO is the Desk Officer, he puts up the file directly to the AS/MLO/ Secretary.

If AS is the Desk Officer, he puts up the file directly to Secretary.

4 ROLES OF FUNCTIONARIES

(1) Role of Secretary

- (i) Review at regular intervals the performance of the officers and staff in their department based on the disposal of files by each functionary as per e-office report to be generated by the OP section in the department and furnish a copy of the performance report to NABE, GAD. In turn the NABE will submit the consolidated performance report to the Chief Secretary.
- (ii) Review periodically the work load among the sections and officers in the department and distribute scientifically and on equitable basis so as to avoid complaints of overburdening. The Action Taken Report may be forwarded to GA (e-Office wing) Dept.
- (iii) Review periodically the implementation of e-Office in all HoDs and field offices under his control and also ensure the quality of disposal.
- (iv) Devise standard checklists for dealing with cases of repetitive nature in every department and communicate to all HODs and sections in the department to minimise unnecessary noting and to ensure comprehensive proposals from HODs and to avoid unnecessary correspondence.
- (v) Fix the time limit for receipt of replies or proposals from HODs in all important cases. If the HoDs fail to submit the replies within stipulated time, the Secretary should fix the responsibility for initiating disciplinary action against the concerned.
- (vi) Court cases, disciplinary cases and Legislature issues should be monitored periodically.

(2) Role of Middle Level Officers (Dy.Secy/Jt.Secy/Addl.Secy)

- (i) prepare section-wise/ASO-wise details of files submitted at regular intervals to assess the quantum of work and turnout in the sections concerned and send it to OP section in soft copy for consolidation.
- (ii) Ensure that noting is done as prescribed in Circular Memo No.GAD01- CABOBSRL (UPDA)/1/2018, dated 07-11-2018.

(3) Role of Assistant Secretary

- (i) Check delays in the sections in your charge.
- (ii) Inspect PRs, Call Book, Reminder Diary, Register of Periodicals and all registers.
- (iii) Monitor court cases, getting replies from HODs.

- (iv) Directly contact the officers concerned in the HODs/District Offices and obtain early replies instead of sending routine reminders. Official cell phones shall be widely used for contacting officers concerned. Summary of the telephonic/SMS discussion with the concerned officers should also be recorded in the file and also mentioned while sending reminders, if any in this regard. If no reply is still received, convene a meeting at the level of Secretary with the Head of the Department
- (v) Authorized to file counters, except contempt cases, on behalf of government after taking approval from the competent authority.
- (vi) Whenever a Demi-official reminder or a reminder in an important case is received from a subordinate Officer, call for the file and examine whether action has been taken as required and as promptly as possible.
- (vii) Give directions for quick disposal if needed.
- (viii) Issue the reply only after such examination and based on such examination.
- (ix) Ensure that files are not pending with you for more than 24 hours.
- (x) Brief your superior officer about the files pending with you beyond 24 hours.

(4) Role of Section Officer

- (i) Dispose work quickly in your section. Ensure submission of all currents/files as per the time frame.
- (ii) Verify the columns 7 & 8 of PRs of ASOs. Check PRs once a fortnight.
- (iii) Check Call Book, Reminder Diary, Register of Periodicals and other registers once a week or as prescribed.
- (iv) After the check, take immediate action on delayed and urgent cases. Ask your ASOs to produce such papers and give them practical help to put them up quickly or should take over and deal with them
- (v) Ensure that no delay occurs which could with diligence be avoided and that no paper is shelved by ASO.
- (vi) Besides the weekly check of registers, inspect frequently the papers pending with each ASO.
- (vii) Ensure single note from the section and note is concise and to the point.
- (viii) Check the note and draft as per check list in Circular Memo No.GAD01-CABOBRSL (INST)/1/2018-CAB-II, dated 16-11-2018.
- (ix) The note bears the digital signature of the officers who prepared it.
- (x) Bring to the notice of first level Officer (AS/ MLO) cases pending with superior Officers for more than 14 days.

- (xi) Issue all papers marked for issue in 24 hours from the time of receipt.
- (xii) Attend all pending papers for issue the following working day and despatch before close of the day.

(5) Role of Assistant Section Officer

- (i) Assist the Section Officer in quick disposal of files. Files should be processed in consultation with Section Officer only to avoid duplication of noting in the e-Office environment.
- (ii) You are responsible for delays in the disposal of papers at all stages.
- (iii) Responsibility continues till dispatch of final orders is complete and the paper is closed.

(6) Role of PS/OSDs in the peshis of Ministers/CMO

- (i) Keep a tab on time bound files and update the Hon'ble Minister while he is on tour.
- (ii) Ensure that the digital signature dongle remains in the personal custody of the Minister
- (iii) Brief the Minister about the order of circulation and verify if the file is sent to the correct functionary as per the order of circulation. In case of any error immediately bring it to the notice of the Minister, pull back the file and send it to the right functionary.
- (iv) Prepare daily list of files pending with the Minister and appraise him for quick disposal.
- (v) If the file is held with the Secretary for more than 24 hours after being seen by the Minister, immediately call the Secretary and inform him.

(7) Role of OP Section in the Department

- (i) Consolidate the e-Office report and submit to the Secretary every week and submit the required report to NABE, GAD.
- (ii) List out pending files of the department with the peshis of Ministers and CMO in circulation for more than 7 days and communicate to the respective peshi for early disposal of cases.
- (iii) Assist the Secretary concerned to assess the performance of officers and staff in disposal of files in the department
- (iv) All the e-Office related issues should be dealt in OP sections only.

(8) Delay in proof correction

- (i) Role of Director Printing and Stationery: Return proof to the Press promptly. Press will send to each department every fortnight a list of proofs belonging to the department which have been sent out and not returned within seven days.
- (ii) Role of SO: The SO should submit the list immediately on receipt with explanation for the delay.

5 REGISTERS (E-REPORTS)

5.1 Call Book (C-List)

(1) Purpose

Files on which no action is expected for at least 3 months are closed in the Personal Register and entered in Call Book to be re-opened on a specified call date or earlier. Ex. Calling for a report or reply, references to Government of India on which orders not expected for at least 3 months etc.

(2) Format

Generate one Call Book per section in the following format.

Serial number	Date of transfer to Call Book	Subject	File Number	GO number and date	Date of recall	Number of new current	Date of new current
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<Auto starts from 1 on every 1st January>	<Auto - generated by system upon 'transfer' to call book>	<Auto-populated from the file>	<Auto-populated from file>	<Fetched from latest GO signed>	<Entered by SO>	<Obtained from e-receipt>	<Obtained from e-receipt>

(3) Transferring file to Call Book

- (1) Submit the note (with or without draft) to officer to move the file to Call Book mentioning the date on which the file will be recalled.
- (2) Obtain orders of officer to transfer the file to Call Book on the note. Treat references ordered in such a file as final. If there is no such reference and the file is unimportant 'record' or 'lodge' the file. Don't transfer file to Call Book without orders of the officer. Don't make an entry in Call Book when an order of lie over for a few days is passed.
- (3) Enter the recall date in column (6) and transfer the file to Call Book. For the sake of convenience enter calls against 1st, 10th and 20th of a month.
- (4) In the file, below the order for entry in the Call Book, make the following entry "Entered in the Call Book on <date in dd-mm-yyyy>".
- (5) Issue order/reference in the file, if any, and treat the case as finally disposed.
- (6) Once a file is transferred to Call Book, close the entry in Personal Register as final disposal.

(4) Calling back file from Call Book

- (1) The file is called from Call Book either on the call date or prior to the call date if a report or reply is received.
- (2) If a report or reference is received prior to the call date, generate the new current number (e-receipt), and generate entries in column (6) and (7) and call the file.
- (3) Close the entry in the Call Book. Don't close the entry in the Call Book before the recall date.
- (4) Enter the file in the Personal Register with the new current number.
- (5) Put up the file.

(5) Inspection

- (1) Mid-Level Officers should check Call Book on 1st of every month and ensure the reopening of files.
- (2) Branch head (AS) should check Call Book on the 16th of every month.

5.2 Reminder Diary (R-List)

(1) Purpose

Files in which further action is required on a specified future date are entered in the Reminder Diary. Ex. Call Book cases, Lie-over cases, cases sent in circulation, Periodicals, cases where DO letters/ reminders should be issued to outside officers etc.

(2) Format

Generate one Reminder Diary per section in the following format.

Date of reminder	Date	Case type	File Number	Remarks
(1)	(2)	(3)	(4)	(5)

<Auto-populate or select as the case may be: Date of reminder for the file>	<Date on which entry is made in reminder diary>	<Auto-populate/ select as the case may be: Call Book/ Lie-over/ Circulation/ Periodical/ Reminder>	<Auto-populate file number>	<write remarks, if any>
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(3) Making entries in Reminder Diary

- (i) At the foot of every note which calls for a reply, enter in red letters a date for the issue of the first reminder thus: "Reminder: 25th October 2019".
- (ii) Obtain approval of superior officer for the date.
- (iii) On return of the approved note, enter the file number in the Reminder Diary with the date of reminder.
- (iv) Reminder dates for specific cases are as follows.

Case	Reminder date
Call Book	Call date
Lie-over	Date till when case lies over
Call Book	Call date
Circulation	Date on which the reminder to PS/OSD should be reminded
Periodical	Note the date on which a periodical is due in or out but the date on which action must be begun. Ex. In the case of a periodical due to Government it is the date on which an advance reminder should be issued; in the case of a periodical due from Government to an outside authority the date will be such as to allow for preparation, noting and circulation and after these for despatch in good time.
Printing press	Five days from date of issue of work order. Repeat reminders at intervals: 5 days - 3 days - 3 days - so on.

(4) Deleting entries in Reminder Diary

- (i) When all replies are received to a reference, score out the entry relating to it in the diary.
- (ii) If a case is closed, no further action is necessary. If a case is not closed, at once pick out the file and put up the necessary reminders for signature.
- (iii) When submitting a reminder suggest a further reminder date and enter in the Reminder Diary. Continue this process until the reference is replied to.

(5) Inspection

- (i) The first duty on each working day of section staff is to examine the entries in the Reminder Diary against that date. For holidays, check on immediately preceding date.
- (ii) AS/ MLO to check every week, the Reminder Diary with reference to the pending files in the section.

5.3 Personal Register (PR)

(1) Purpose

The journey of every file from creation to closure is tracked in the Personal Register.

(2) Format

Generate one Personal Register for each section assistant/functionary who creates files in the following format.

Section:

Department:

File details	Communication details (In & Out)						File Movement details			Inspection details		
File Number	Inward/ Outward/ Final Action ?	Communication type	Communication number and date	Outside number and date	Title	Received from/ Sent to	Sender Name, Designation and Department	Receiver Name, Designation and Department	Sent on date	Inspecting officer name, designation, date	Remarks	Reply
<Auto populate>	<Auto populate>	<Auto-populate: Current/ Reference/ Letter/ DO/ Memo/ UO/ GO>	<Inward number and date of dispatch (or) Outward communication number and date of receipt as the case may be >	<In case of inward communication write the number and date on the inward received from outside>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>			

(3) Inspection

- (i) Adopt the following time schedule for the periodical inspection of the Personal Registers.

Inspecting officer	Frequency
SO	Once a month
AS	Once a month
MLO	For ASOs/SOs directly submitting files: Once a month For ASOs/SO submitting files through AS: Once a quarter
Secretary	ASOs under control < 40: Once in six months ASOs under control > 40: Once a year

- (ii) Conduct the above inspections on second Tuesday of the month at 10.30 a.m. In case of holidays inspect on the last working day prior to Tuesday.
- (iii) AS will communicate an yearly schedule of dates with names of inspecting officers during December of every year. Fix the dates in such a way that the inspection load on Officers is uniformly spread over the entire month.
- (iv) Each Personal Register will be checked twice a month - once by section head and the other by immediate supervisory officer.
- (v) Verify the following specifically:
 - Titles of all the papers: see if they are as per the prescribed subject heads and other instructions in this regard.
 - Five days rule: see if the papers are put up within 5 days of receipt to the higher officer
- (4) After check by an officer, route the PR through other officers down the hierarchy.
- (5) Section assistant (ASO) to answer any queries or remarks of the inspecting Officer immediately.

5.4 Daily Detention List (D-List) - Five Days Rule

(1) **Purpose**

D list consists of cases on which action is not initiated for more than 5 days under the Five days rule till previous working day.

(2) **Format**

Generate one register per section.

section:	Department:	Year:20yy
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Current number	Date of first receipt in tappal	Date of receipt in e-office	Title	Delay in days	Reasons for pendency	Remarks of inspecting officer
1	2	3	4	5	6	7
<Auto populate>	<Auto populate>	<Auto populate the date of receipt of current in e-Office>	<Title>	<Auto populate the delay beyond 5 days>	<Write reasons for pendency>	<Write remarks of inspecting officer>

(3) Five Days Rule

- (i) Section should put up any current received within two days normally. The period of submitting papers to the decision making authority shall in no case exceed five days from the date of their receipt.
- (ii) Not putting up a paper received within the time prescribed here is a serious irregularity.
- (iii) If a current involves noting and drafting original content of more than 2 man-days, deploy other staff within the section or from other sections and ensure that the file is put up within 2 man-days.
- (iv) If a case involves extensive drafting of original content, assess the number of man-days of effort required and obtain orders of superior Officer for putting up on a date as assessed by you.
- (v) Resubmit papers within the same timelines prescribed above from the date on which they are marked back to the office.
- (vi) Section is responsible for any paper found pending in the section for more than five days without recorded grounds. Holidays will not be excluded in calculating the period of five days.

(4) Inspection

- (i) Section head will inspect the D List at 10 a.m. daily and issue instructions.
- (ii) AS/ MLO will inspect D List every Monday and issue instructions in case sections are submitting files directly.
- (iii) Supervisory officer will initiate immediate action on any irregularity in relation to D list.

5.5 Two Days Rule Register (T-List)

(1) **Purpose**

Two days rule register consists of files in which orders are not issued for more than 2 days under the Two days rule till previous working day.

(2) **Format**

Generate one register per section.

File number	Title	Date of approval	Delay in days	Reasons for delay
1	2	3	4	5
<Auto populate>	<Auto populate>	<Date of approval of orders>	<Auto populate the delay beyond 2 days>	<Section to write>

(3) **Two Days Rule for Orders**

(i) Issue final orders within 24 hours in case of short orders or two days in case of long orders, from the date of return of the file from circulation.

(ii) In cases where vetting of the draft by advisory departments is required, 7 days is allowed.

(4) **Inspection**

Mid-level officer shall check the five day / two day rules register every week.

5.6 Arrear List (A-List)

(1) **Purpose**

A list shows the files pending for more than three months.

(2) **Format**

Generate one register per section.

File number	Date of file creation	From whom received	Title	Last communication	Last communication date	Remarks
1	2	3	4	5	6	7
<Auto populate>	<Auto populate>	<Auto populate the functionary from whom file was received>	<Auto populate>	<Auto populate inward/outward>	<Auto populate date of communication>	<Auto populate the number and date of final disposal (or) write the actual stage at the time of submission of the arrear list and reasons for delay>

(3) Lie over orders

The following officers are competent for issue of lie over orders.

Period	Officer competent
Up to 1 month in the aggregate	Assistant Secretary (Branch head)
1 month to 3 months in the aggregate	Mid-level officer (Division head)
Beyond 3 months in the aggregate	Secretary

(4) Inspection

- (1) Mid Level Officer shall critically scrutinize the A list once a month.
- (2) Secretary shall scrutinize A list along with the files at least once in 3 months.

5.7 Half yearly business statement (H-List)

(1) Purpose

H list informs about the accumulation of old files in the department.

(2) Format

- (i) Generate one register per department in the following format.

Number of files pending at the beginning of the Half year	Number of files received or created during the Half-year	Total of Columns (1) and (2)	Closed files out of the files shown in column (1)	Closed files out of the files shown in column (2)	Total of columns (4) and (5)
(1)	(2)	(3)	(4)	(5)	(6)
<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>

Pending files								Remarks
< 1 month files	> 1 month and < 6 months files	> 6 months and < 1 yr files	> 1 yr and < 2 yrs files	> 2 yrs and < 3 yrs files	> 3 yrs and < 4 yrs files	> 4 yrs files	Total of columns (7) to (13)	
(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Write>

(ii) Generate a long pending case list for cases of more than 1 year.

File number	Date of creation	Title	Case brief	Cause of delay	Date of last reminder
(1)	(2)	(3)	(4)	(5)	(6)
<Auto populate>	<Auto populate>	<Auto populate>	<Write>	<Write>	<Auto populate>

(iii) Prepare the following history sheets for each case in the long pending case list (cases above)

1	File Number	
2	Date of Creation	
3	Title	
4	From whom received or how the case arose?	
5	Brief history of the case (viz) (i) the 'purpose' of the case (i.e) what is to be achieved. (ii) the means by which it has to be achieved, etc. (iii) Action taken so far in this regard	
6	Reasons of pendency	
7	Present stage	

8	Orders of the Officer who reviewed the case. (The reviewing officer shall issue clear directions as to how to proceed further with the case)	
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(3) Generation of list

- (i) Generate one H list each ending June and December.
- (ii) Count the period of pendency from the date of file creation.
- (iii) Assign a periodical number for the half-yearly return, in your periodical register and watch the generation of the return.

(4) Inspection

- (i) Chief Secretary will review the H lists of June and December in Secretaries conference in July and January respectively.
- (ii) Obtain instructions of Chief Secretary after review of H list.
- (iii) Mid Level Office should review the cases pending over one year as per annual schedule that is fixed by the Secretary.
- (iv) Secretary should personally look into the causes for delay or indecision and issue directions on course of action to be taken, if required by consulting heads of departments or other departments quickly.

5.8 Suits Register (S-List)

(1) Purpose

This informs about the quantum of litigation.

(2) Format

Generate one register per section.

Type filenumber	Type remarks	Date of action	Stage	Name	Phone No. of counsel
(1)	(2)	(3)	(4)	(5)	(6)
<select Original application/ Review application/ Contempt application/ Suit/ Writ petition/ Writ appeal	<Auto populate Receipt/ Reply/ Counters/ Rejoinders/Interim Application/Interim Reply>	<Enter>	<Write>		<Auto populate>

(3) Inspection

- (i) AS should personally check the register on first working day of every week, obtain reports from heads of departments where necessary, and circulate the files to minister/secretary.
- (ii) Mid Level Officer should scrutinize the Suits Register on second Tuesday of every month.
- (iii) Secretary should scrutinize the Suits Register along with connected files once in 3 months.
- (iv) Section will address Senior Standing Counsels or the Law Offices concerned after the inspection.

5.9 Important Communications Register (I-List)

(1) Purpose

Maintain an Important Communications Register to follow up delayed cases.

(2) Format

Generate one register per section.

Serial number	Nature of communication	Title	From whom	Date of receipt	To whom sent	Date of sending	Date of submission by section	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Write>

(3) Inspection

- (i) Assistant Secretary (Branch head) should check the register every week.
- (ii) AS should personally check the register on first working day of every week, obtain reports from heads of departments where necessary, and circulate the files to minister/secretary.
- (iii) Secretary will scrutinize the register on the first working day of the last week of the month.

5.10 Telugu official language register (L-List)

(1) Purpose

This register shows the remarks of the inspecting officers on the progress of the implementation of Telugu official language.

(2) Format

Maintain one register per department.

Department		
1	Date:	
2	Name of inspecting officer:	
	Designation of inspecting officer:	
3	Remarks of inspecting officer:	
4	Signature:	

(3) Inspection

- AS to place before the Secretary this register every six months and obtain his instructions.
- AS should personally check the register on first working day of every week, obtain reports from heads of departments where necessary, and circulate the files to minister/secretary.
- Secretary will scrutinize the register on the first working day of the last week of the month.

5.11 Periodical Register (P-List)

(1) Purpose

This register is meant to watch punctual receipt and dispatch of periodical returns.

(2) Format

- Maintain one consolidated periodical register per department as follows.

Department:

Number assigned to the periodical	Name of periodical	From whom due	Date due	Date of receipt	To whom due	Due date	Date of despatch	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<Auto generate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Auto populate>	<Write reminders and replies>	

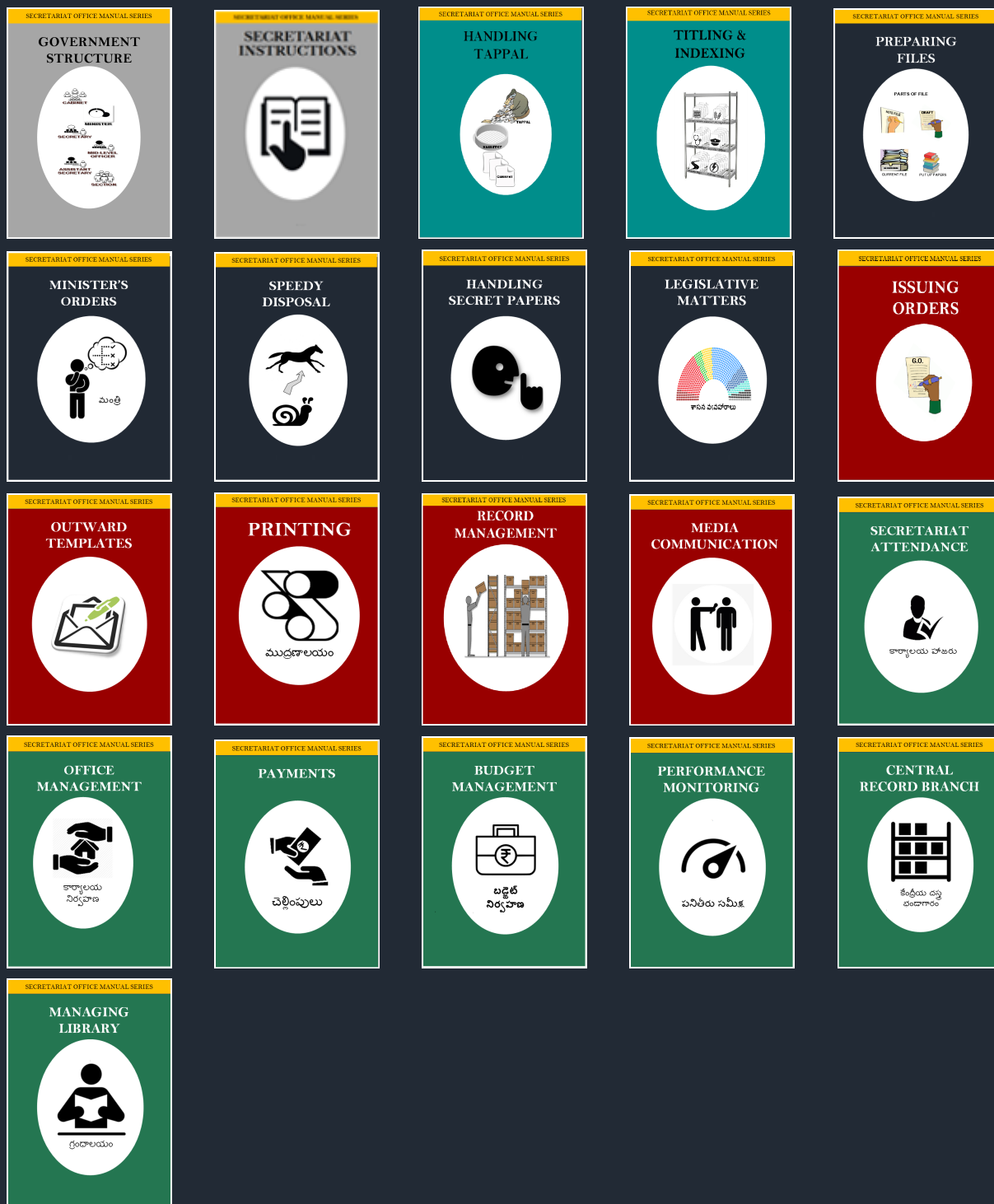
- Maintain one periodical register per section in the same format given above.
- Generate in a calendar of dates in the following format accompanying the periodical register.






Department:						Year:yyyy						
Dates	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
. . .												

(3) Periodicals

- (i) Maintain a separate stock file exclusively for the periodicals to facilitate easy reference.
- (ii) Numbering:
 - (a) Assign a common, unique, permanent number for each periodical in a continuous series for the entire department. Refer the periodicals by the numbers assigned by Office Procedures section, e.g. 'P-1', 'P-2', etc., and don't give separate current numbers.
 - (b) Don't change the periodical number from year to year.
 - (c) Assign a fresh number for new periodicals.
 - (d) If a periodical is deleted, remove it from the consolidated periodical register, but don't assign its number to any other periodical.
- (iii) Period.
 - (a) While prescribing a periodical, fix the period during which the periodical will continue to be submitted and the frequency.
 - (b) Towards the end of the period, review its continued utility and pass fresh orders regarding continuation of the periodical. For this purpose, keep available the orders prescribing the periodical in both the prescribing department and the reporting departments.
- (iv) Watch the punctual receipt and dispatch of periodicals, reports and returns, in a register of periodicals at the section level.
- (v) Generate the register at the beginning of the calendar year so far as columns (1) to (4), (6) and (7) are concerned.
- (vi) Dues
 - (a) Where a periodical is due from more than one Officer, enter each officer from whom it is due on a separate line in column (3).
 - (b) Make full use of the periodical register for this purpose, the last column of which provides for the entry of any routine correspondence such as reminders, etc.
- (vii) Correspondence
 - (a) Deal with periodicals in the same manner as other correspondence.

- (b) Don't bring references received on a periodical or a periodical taken up for action in the Secretariat on to the personal register unless important correspondence arises from them.
 - (viii) Calendar of dates. This indicates the permanent numbers assigned to the periodicals that should be sent outside the departments or to be received from other Departments of Secretariat or Heads of Departments on the particular dates in particular months.
 - (ix) Mark the entries in periodical register after these periodicals are sent or received. This will enable you to check whether prompt action is taken on the periodicals.
- (4) **Inspection**
AS/ MLO, as the case may be, should inspect the registers once every month on the second Tuesday.



-  Introductory
-  Inward
-  Outward
-  Decision Making
-  Office procedure

GENERAL ADMINISTRATION DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

